

# **Newington Parks & Recreation Department**

## **Program Coordinator**

**Job Title:** PROGRAM COORDINATOR

**Type of Job:** Part Time (19 hours per week—no benefits)

**Reports to:** Superintendent of Parks & Recreation

**Location:** Newington Parks & Recreation Department

### **Job Scope:**

- Planning, promotion and coordination of sports and other programs sponsored by the Parks & Recreation Department.
- Assist other Department staff as needed.

### **List of Duties:**

- Assist Recreation Supervisors in planning, coordination and evaluation of sports and other programs sponsored by the Parks & Recreation Department
- Develop promotional materials and press releases for programs.
- Attend meetings with other departments regarding joint ventures.
- Assist with completion and compilation of program evaluations and financial reports.
- Assist with customer service, including answering phone calls and front counter registrations.
- Assist in the organization, scheduling, development and implementation of youth and adult sport league programs; assure activities are in compliance with all laws, policies, regulations and goals.
- Assist in the training of seasonal staff as to appropriate Department rules, policies and procedures; assure that staff adheres to policies and procedures for effective and safe operations.
- Attend meetings with coaches, league representatives and other staff.
- Organize promotional events for youth sports and other programs.
- Assist in the coordination of program participants, staff, facilities and resources.
- Report and resolve complaints, requests and safety conditions.
- Communicate and enforces rules, safety and good sportsmanship.
- Evaluate programs for effectiveness and participation levels, assist in the development of new programs and recommend program changes.
- Perform other duties as may be required.

## **Education / Experience Required:**

- Bachelor's Degree in Recreation Management, Marketing, Communications or related field is highly desirable, and/or
- Minimum of 2 years' experience in recreation working with sports programs.

## **Knowledge, Skills and Abilities:**

- Ability to work well with others
- Ability to work well with limited supervision
- Ability to work in an organized manner and maintain an organized work space
- Ability to multi-task effectively
- Computer skills, including Publisher and Excel
- Ability to use good judgment and decision-making skills
- Ability to take initiative
- Effective public relations' skills
- General knowledge of sports' rules and procedures
- Ability to establish and maintain effective working relationship with staff, volunteers, participants, other departments and the general public
- Excellent oral and written skills
- Creative ability in planning events

## **Required Physical and Mental Effort and Environmental Conditions:**

- Sufficient stamina to regularly stand, sit and walk.
- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to talk and hear.
- Occasionally required to smell in order to define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Physical agility to push/pull, squat, twist, turn, bend, stoop, kneel, crouch, crawl, and reach overhead.
- Mobility sufficient to move about the work place and walk on uneven surfaces.
- Strength to lift 20 pounds from the floor, and occasionally up to 40 pounds of boxes containing equipment, paper or other materials.
- Manual dexterity sufficient to write, use telephone, computer, business machines, and occasionally assemble games, toys, etc.
- Vision sufficient to detect and distinguish between different colors, read fine print and visual display terminals.
- Hearing sufficient to conduct conversations occasionally over the noise from groups of people, in-person and using the telephone.
- Working conditions may vary from day-to-day with occasional need to work outdoors in sun, heat, fog and rain, at night and on weekends and some holidays and may be subjected to long periods of standing and/or walking.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.